



Government of Northwest Territories  
Gouvernement des Territoires du Nord-Ouest

# **GOVERNMENT OF THE NORTHWEST TERRITORIES (GNWT)**

## **ADVISORY COMMITTEE ON DIVERSITY AND INCLUSION**

### **Terms of Reference**

**February 2020**



## MANDATE

GNWT Advisory Committee on Diversity and Inclusion (GACDI) will provide advice to the Deputy Minister's Human Resources Committee on improving access for designated employment equity groups in the Public Service by promoting awareness within the public service; working with departments, agencies and boards to find ways to remove and prevent barriers faced by these groups; and promote, support and increase the diversity within the GNWT workforce.

## OBJECTIVES

The GACDI will advise on methods to:

- Reduce stigma, and foster a spirit of inclusion and awareness among GNWT employees through educational and awareness of designated employment equity groups ; these groups being:
  - Women
  - Indigenous Aboriginal Persons (IEAC member if available)
  - Persons with disabilities
  - Visible minorities
  - LGBTQ2S+
- Work with Non- governmental organizations to exchange information about programs and areas of importance to designated employment equity groups;
- Work with departments, agencies and boards on activities that will lead to the elimination of barriers for individuals belonging to employment equity groups in the workplace;
- Promote, support and increase representation of underrepresented groups with the GNWT workforce.

## MEMBERSHIP

GACDI includes one Chair and two members from each of the five regions in the Northwest Territories (Beaufort Delta, Sahtu, North Slave, South Slave, and Deh Cho) plus two members to represent Yellowknife.

GACDI is chaired by a delegate appointed by the Deputy Minister of the Department of Finance.

The Committee reports through the Chair to the Deputy Ministers' Human Resources Committee.

The appointment of these GNWT representatives will be confirmed in writing by the Chair.



Criteria for membership will include:

- Persons belonging to one or more of the listed employment equity groups, and;
- Persons with an interest in employability issues.

Membership consideration should address the following factors:

- Geographical representation;
- Balance of representation among employment equity groups;
- Representation across GNWT departments, boards and agencies;
- Level of position;
- Type of occupation; and
- Level of individual commitment.

The Chair of GACDI will request representatives from the Department of Finance, Human Resources branch to serve in an advisory role:

- Workforce Diversity Officer
- Occupational Health & Safety Advisor
- Health & Wellness Consultant
- Duty to Accommodate Advisor
- Client Service Manager/Senior Human Resource Officer

## **TERM**

The term of appointments will be three years for Members, with terms of appointments to be staggered on two year periods to avoid the expiry of terms for all Members at the same time.

Following term endings, members may be invited by the Chair to stay connected to the committee for one year as mentors for new members. Mentors may be asked to attend GACDI meetings, as required.

## **SCOPE OF WORK**

### **Roles and Responsibilities: Chair**

- Chair quarterly GACDI teleconferences and yearly in-person meetings
- Brings recommendations to Deputy Ministers' Human Resource Committee;
- Secures resources as needed;
- Support GACDI members;
- Report on activities of the GACDI to the Deputy Ministers' Human Resources Committee



### **Roles and Responsibilities: Workforce Diversity Officer**

Develop an annual work plan with identified GNWT initiatives, for which members may be asked to provide advice and feedback. Examples may include seeking advice and or feedback from the GACDI regarding:

- Defining “employment equity groups”;
- How to implement the priorities for action;
- Current government successes in increasing representation in underrepresented groups and effective human resource management practices and processes;
- Initiatives which ensure that the GNWT becomes an employer of choice in keeping with the terms and conditions of the Collective Agreements, NWT Human Rights Act and the Public Service Act.

### **Roles and Responsibilities: Advisors**

- Advisors will provide advice for consideration on issues related to employability within the GNWT public service, or on other related issues as required.

### **Roles and Responsibilities: Department of Finance**

- Implement and review programs, policies and practices;
- Conduct research as needed; and
- Provide overall communication, and develop communications strategies as require

## **QUORUM**

A quorum shall consist of a majority, being 50% plus one, of the DM, Finance appointed voting members appointed to the committee.

## **WORKING GROUPS**

The GACDI may establish, as required, working groups to research and make recommendations to the GACDI with respect to specialized issues. Working groups may include members from NGOs or the public, other GNWT representatives plus one or more GACDI members, one of whom will serve as the lead of the Working Group.

## **BUDGET**

Year-to-year funding levels will be determined through the GNWT business planning process. The budget for GACDI is provided by the Department of Finance and may include one face-to-face meeting per fiscal year in Yellowknife along with other initiatives as needed.



## **PROCESSES**

The Chair may establish meeting procedures and policies necessary for the operation of the GACDI, and will facilitate quarterly teleconference meetings and any additional in-person meetings of the GACDI.

The Terms of Reference for the GACDI will be reviewed every two years or on an as needed basis.

The Chair, GNWT members, and the Workforce Diversity Officer will be invited to every meeting. The Health and Wellness Consultant, Occupational Health & Safety Advisor, Duty to Accommodate Advisor and Client Service Manager/Senior Human Resource Officer will attend as needed.